|  |
| --- |
| APPEALS: STUDENT’S WRITTEN SUBMISSIONRESEARCH STUDENTS ONLY |

Before completing this form you should familiarise yourself with the appeals process and read the [FAQ’s](https://intranet.birmingham.ac.uk/as/registry/policy/documents/public/student-appeals/appeals-faq.pdf) and [Code of Practice on Academic Appeals Procedures](http://www.birmingham.ac.uk/Documents/university/legal/primary-appeals-procedures.pdf).

Your responses should be word processed and be clear and concise. It is recommended that you seek help and advice on completing this form from [Guild Advice](http://www.guildofstudents.com/support/guildadvice/aboutthearc/) in the Guild of Students.

* **This form is for use by students on research degree programmes of study.**
* **Have you received a letter from Research Student Administration advising you of the decision confirmed by the Research Progress and Awards Sub Panel? The deadline for you to appeal will be detailed in this letter/email.**
* **All correspondence will be sent to the email address you provide on this form, please do not provide your University email address as this may be closed down during the appeals process.**
* **An acknowledgement email will be sent to you within two working days after you have submitted your form. Unless there are any problems with your appeal, the next email you receive will be informing you of the outcome of the Academic Appeal Committee; this usually takes 10 – 12 weeks from the date that your form and all supporting evidence is received.**
* **You should only submit data relating to living third parties if it is strictly necessary for the consideration of your case. Please don’t include other people’s data if it’s not relevant to your case. If you are providing data relating to a living third party then you will need to notify the person whose data you are providing that it has been sent to the University so that they have opportunity to contact the University to object to their data being processed and held for the purposes of your appeal. If notifying the third party would be impossible or put you at risk then please let us know that you have not notified the third party and explain your reasons for us to consider.**

|  |
| --- |
| Section One: General Information |
|  |  |
| Name |  |
| ID Number |  |
| School or Department |  |
| Programme |  |
| Personal Email Address (Should not be your University email address) |  |

|  |
| --- |
| Section Two: Student Support Information |

|  |  |  |
| --- | --- | --- |
| 2a) Have you sought advice from Guild Advice when completing this form?  | [ ]  Yes | [ ]  No |
| **If yes, and you would like us to share the outcome of your Appeal with the Guild please complete and return with this form Consent to Share Appeal Outcomes with The Guild at Appendix 1****Refusing consent to share your data with the Guild will have no impact (detrimental or otherwise) on the prospects of your appeal** |

|  |
| --- |
| 2b) Do you feel you require specific disability related support with the appeals process? If so, please give details.  |
| If yes to the above, are you happy for this information to be shared with your School? | [ ]  Yes | [ ]  No |

|  |
| --- |
| Section Three: Appeal |

3a) Please indicate if you have previously been examined, and the outcome of that examination, or indicate that you have not yet been examined e.g. revise and resubmit your thesis.

|  |
| --- |
|  |

 3b) Please indicate the Board of Examiners decision you wish to appeal against

|  |
| --- |
|  |

3c) Please specify what you would like the outcome of your appeal to be

|  |
| --- |
|  |

|  |
| --- |
| Section Four: Grounds for Appeal  |

**Please consult section 2.2 of the** [**Code of Practice**](http://www.birmingham.ac.uk/Documents/university/legal/primary-appeals-procedures.pdf) **before completing this section.** The [Code of Practice](http://www.birmingham.ac.uk/Documents/university/legal/primary-appeals-procedures.pdf) provides full details of the grounds upon which you can appeal. You may appeal on one or more grounds.

Please tick one or more of the boxes below.

|  |  |  |
| --- | --- | --- |
| 4a) | [ ]  | There were circumstances unknown to the examiners / progress review panel that affected your academic performance and you can present good reason for these circumstances not being made known at the appropriate time. |
| 4b) | [ ]  | There was an administrative irregularity or failure in procedure giving rise to a reasonable doubt as to whether the decision would have been different if it had not occurred. |
| 4c) | [ ]  | There has been bias in the assessment of your thesis on the part of one or more examiners. |
| 4d) Please give full details of you case, in chronological order, in the box below. Please ensure that you include the date(s) on which the incidents occurred and if applicable the date that your thesis was submitted and oral examination took place. Please ensure that you make direct reference to the grounds that you are appealing on and ensure that you only give information that is relevant to your case. |
|  |

If you are appealing on ground 4a please ensure that you include details of why you did not bring this information to the attention of your School/Department or examiners through mechanisms such as the Progress Review mechanism.

|  |
| --- |
|  |

|  |
| --- |
| 4e) Did you seek any pastoral support in relation to the reasons for your appeal or the appeals process itself? If so, please indicate where from:[ ]  Student Support[ ]  School Welfare[ ]  None[ ]  Other (please specify)  |
| Section Five: Evidence  |

Circumstances cited in an appeal must be supported by independent documentary evidence. This form must be accompanied by all evidence that you wish to be considered. Evidence can only be accepted after your deadline in exceptional circumstances.

Evidence will be shared with employees of the University who will process and review your submission. If at the conclusion of these processes you choose to submit a Complaint to the OIA, information may also be shared with that body. You should therefore ensure that where evidence relates to third parties you have their permission for this information to be disclosed.

Please **list** below the documents that you are submitting. Please submit your evidence as a separate document(s).

|  |
| --- |
|  |

|  |
| --- |
| Section Six: Summary  |

**This section MUST be completed. Your form will ONLY be processed if this section is completed.** This summary must be completed as the Academic Appeal Committee uses this information in your summary as a starting point in considering your Academic Appeal.

|  |
| --- |
| Please summarise the main points of your case, preferably in bullet points in no more than **300 words**. Do not refer to the rest of your form. |

|  |
| --- |
| Section Seven: Academic Appeal Committee Hearing  |

If your case is referred to an Academic Appeal Committee hearing you are not obliged to attend. You and the members of the committee may find it helpful if you are in attendance in order to answer any questions/clarify any points. If your case is referred for a hearing reasonable notice will be given of the date, time, location and committee membership.

|  |  |  |
| --- | --- | --- |
| 7a) If your appeal is referred to an Academic Appeal Committee hearing will you attend? | [ ]  Yes | [ ]  No |

Another person, who must be a registered student or a member of staff of the University or a Sabbatical Officer from the Guild of Students may accompany you to the hearing. If you decide to invite a ‘friend’ please inform the Committee Secretary at least 2 working days before the hearing takes place.

* Please ensure that you have completed all relevant sections of this form. Please submit your form and evidence by email, as attachments, to appeals@contacts.bham.ac.uk
* Failure to complete this form correctly and submit evidence promptly may delay the process of your appeal.

**Appendix 1**

**Consent Form (sharing your details with Guild Advice)**

**I understand that if I have received advice from Guild Advice in connection with my appeal, that the University will provide them, on request, with details of the outcome of my Academic Appeal Committee, Appeal Hearing or Senate Review Panel. This information will be used by Guild Advice to analyse outcomes in connection with appeals where they have provided students with advice.**

**This data will only be shared where a request is made by Guild Advice within six calendar months after the conclusion of the Committee, Hearing or Panel for which information is being requested.**

**Refusing consent to share this data will have no detrimental or any other impact on the prospects of my appeal.**

**Do you agree to the University sharing the outcome of your appeal with Guild Advice?**

**[ ]  Yes [ ]  No**

**Signed:**

**Dated:**

**You may withdraw your consent at any time by contacting the Appeals team at** **appeals@contacts.bham.ac.uk** **or Student Conduct Complaints & Appeals, Aston Webb, University of Birmingham, Edgbaston B15 2TT**